

OFFICE OF ENTERPRISE TRAINING SERVICES, HR-21

EXECUTIVE LEADERSHIP PROGRAM

Administered by the USDA Graduate School

<u>Objective:</u>	To develop the competencies federal employees need to assume positions as team leaders, supervisors, or managers.
<u>Eligibility:</u>	Federal employees at the GS-11 to GS-13 levels who have little or no supervisory experience
<u>Program Overview:</u>	<p>This leadership development program is coordinated Department-wide by the Office of Enterprise Training Services (HR-21) and is administered by the U.S. Department of Agriculture (USDA) Graduate School. This program, based on OPM's Executive Core Qualifications and the 27 core leadership competencies, gives participants the skills, experience, and exposure to move into positions of more responsibility. Participants will complete the following activities: individual needs assessments, leadership development plans, leadership development team activities, developmental work assignment, shadowing assignments, executive interviews, leadership readings, and four residential training sessions. To complete all the components of the program, participants will be away from their positions of record for a minimum of five months. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. This program does not involve a promotion or change in position.</p>
<u>Components:</u>	<p>Major components of this program, in addition to four weeks of residential training, leadership readings, and leadership development team activities, include the following:</p> <ul style="list-style-type: none">• Sixty-day developmental work assignment• Five-day shadowing assignment• Five executive interviews
<u>Cost:</u>	Tuition is \$3,295 and is, along with travel, meal, and lodging costs, the responsibility of the participant's organization.
<u>Program Cycle:</u>	One 10-month program a year, beginning August 20, 2006
<u>Continued Service Agreement:</u>	Successful applicants must sign a continued service agreement to participate in this program.
<u>Nomination Procedure:</u>	<p>Each nomination package must be approved by the head of the participant's departmental element and coordinated through his or her training liaison/officer/coordinator. The package must include a current, signed, and dated OF-612 or résumé; a completed application form, which may be obtained online under "Course and Program Information," then "Leadership Development Programs" at www.grad.usda.gov; and a training request form. For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Nomination materials must be submitted to the Enterprise Training Services Corporate Training Officer.</p>
<u>Nom. Due Date:</u>	Due by July 28, 2006
<u>Additional Information</u>	<p>More detailed information on the program is available on the Graduate School USDA Website www.grad.usda.gov, under "Course and Program Information," then "Leadership Development Programs."</p>